State Agency Participation Guide

The Wisconsin Document Depository Program, Wisconsin Statutes, Sections 35.81-35.84 as amended by 1991 Wisconsin Act 285, requires Wisconsin state agencies to provide copies of their documents to preserve and make available a record of major state government programs.

Which documents do I need to send to the Wisconsin Document Depository Program?
The decision making tree on the back of this document will help you determine if what you have is considered a state document as defined by Wis. Stat. § 35.81(3) and should therefore be sent to the depository. Regardless of format (print or electronic) ask yourself these questions: Is it intended for public use? Was it published using state money?

Doesn’t having a state agency publication number on it make it a state document?
Many state agencies distribute publications provided by the federal government. Putting a state agency logo and publication number on a federal document does not make it a state document.

Materials Traditionally Deposited By State Agencies
Although the following list is not exhaustive, it includes examples of key types of materials the depository program has traditionally collected. Use the decision tree for additional assistance.

- Annual / Biennial reports
- Budgets
- Agency directories
- Financial reports
- Research reports
- Informational studies
- Legal reports
- Interim and final reports
- Handbooks, guides and manuals
- Newsletters meant for public audiences
- Laws (reprints)
- Rules and regulations (reprints)
- Licensing standards
- Technical bulletins
- State Plans
- Statistical compilations
- Maps
- Task Force and Committee Reports

Materials Not Collected by the Depository Program
The depository program does not collect public records as defined by Wis. Stat. § 16.61(2)(b). The following list is not exhaustive, but includes examples of materials not collected.

- Applications
- Correspondence
- Publications meant for internal use
- Posters
- Worksheets
- Email
- Forms
- Form Instructions
- Training materials

To submit a document or get help email statedocuments@dpi.wi.gov or visit https://dpi.wi.gov/rl3/resources/wi-document-depository.

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Wisconsin Document Depository Program Decision Guide

Is this document meant to be used primarily by the public (either the general public or a specific audience)?

- **NO**

Is the content or arrangement original? (i.e., NOT a complete reproduction from a different organization)

- **YES**

Was it produced entirely within my agency, or produced by my agency and printed by DOA?

- **NO**

Was it paid for with State of Wisconsin funds?

- **NO**

Was it paid for with funds from grants to the state?

- **YES**

This is NOT a depository publication, and is NOT required to be distributed to the WDDP. However, it may be a record or have other internal requirements for distribution and/or retention. Refer to your agency’s internal policies for instructions.

This is a depository publication, and is required to be distributed to the WDDP. See other side of sheet for details and instructions.